



United States Army Medical Research Acquisition Activity USAMRAA



DFAS

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MILITARY DEPARTMENTAL PURCHASE REQUEST (MIPR) PROCESS



- ▶ All MIPRs received must be processed through the Business Support Office
- ▶ After we accept the MIPR, a purchase request (PR) will be input directly in PD2
- ▶ We are now using the fund cite received on the MIPR (direct cite), not ours.
- ▶ If a new award is being made– Use the Paying office identified on the MIPR.



MILITARY DEPARTMENTAL PURCHASE REQUEST (MIPR) PROCESS



- ▶ If a change to an existing award – DO NOT CHANGE THE PAYING OFFICE
- ▶ Copies of contracts made from MIPRed funds, need to be sent to USAMRAABusSupt@us.army.mil
- ▶ Any questions, please call.

DFAS Do's and Don'ts



Do's

- ▶ Billing Structure.
- ▶ Clear Instructions.
- ▶ Proper DFAS Office.
- ▶ “NET” Terms
 - ◆ Net 7 = AA's *
 - ◆ Net 15 = SBIR
 - ◆ Net 30 = All others

Don'ts

- ▶ Mix SUBCLINs.
- ▶ U.S. Dollars (Unit of Issue).
- ▶ Forget Block 18b.
- ▶ Modify CLINS after payments are made.
- ▶ Change CLIN structure mid-stream.

DFAS Do's and Don'ts (continued)

Do's

- ▶ Ship-To-Address.
- ▶ Proper DODAACS.
- ▶ POC Information:
 - ◆ R&R.
 - ◆ Email Address.
 - ◆ Phone Number.

Don'ts

- ▶ Change from CC to DFAS or visa versa.
- ▶ Change DFAS office due to \$ changes.
- ▶ Forget to Date Stamp Invoice received at RAA.